

**DIVISION OF RECYCLING  
POLICY & ANALYSIS BRANCH  
DATA ANALYSIS SECTION  
JOB OPPORTUNITY BULLETIN  
PO 200 # 5-8**

***SROA/Surplus and applicants able to lateral into the SSMA/AMA classification are highly encouraged to apply.***

**STAFF SERVICES MANAGEMENT AUDITOR/ASSOCIATE MANAGEMENT AUDITOR:**  
**Full Time, (\$2,902-\$4,363, \$4,316-5,247) Department of Conservation, Division of**  
**Recycling, Policy & Analysis Branch, Data Analysis Section, 801 K Street, 19<sup>th</sup> Fl**  
**Sacramento, CA 95814.**

**Position Description:** The Policy and Analysis Branch is looking for an SSMA/AMA to join their dynamic team. Under supervision by the Recycling Specialist III (Supervisor), the incumbent will participate on and/or lead project teams charged with analyzing existing and/or proposed DOR business processes to increase process efficiency and enhance effectiveness. This will include defining goals and objectives, documenting existing processes and workflows, capturing baseline data, defining process requirements, developing process measurements, generating solution alternatives, preparing recommendations for management review/approval, and assisting with implementation of management approved process improvements.

The incumbent will also assist in/lead performance of ad hoc analyses of program data and/or information to support management initiatives, recycling program policy decisions and/or business process improvement efforts. This will include activities such as defining and documenting customer data requirements and information needs, developing applicable data sets and information, and analyzing and documenting results. The incumbent will also work closely with designated OTS personnel to design, develop and implement process, procedures, and/or automated systems for conducting program/process specific data collection, analyses, and presentation.

**Desirable Qualifications:** Ability to work effectively in a team environment. Knowledge of the principles/practices associated with business process improvement and organizational change management is desirable. Working knowledge of databases, MS Access, and MS Excel. Excellent oral communication and writing skills a must.

**Please submit application and resume to:** Divina Cadiz, Department of Conservation, Division of Recycling, Administrative Services Branch, 801 K Street, 19<sup>th</sup> Fl, Sacramento, CA 95814, (916) 327-2897.